

ARLINGTON PUBLIC SCHOOLS

In accordance with the provisions of the Massachusetts General laws, Chapter 30A, Section 20, notice is hereby given for the following meeting of the:

***Arlington School Committee
School Committee Special Meeting
Thursday, October 20, 2022
6:00 PM***

Conducted by Remote Participation <https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download> via Zoom link below:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/86956181807>

Or One tap mobile :

US: +16469313860,,86956181807# or +19292056099,,86956181807#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 931 3860 or +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 346 248 7799 or +1 360 209 5623 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171 or +1 669 900 6833 or +1 719 359 4580 or +1 253 215 8782

Webinar ID: 869 5618 1807

International numbers available: <https://us02web.zoom.us/j/86956181807>

Open Meeting (L. Exton)

Executive Session

- To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion, in which if held in an open meeting, may have a detrimental effect.*
- To conduct strategy with respect to collective bargaining or litigation, in which if held in an open meeting, may have a detrimental effect. Collective bargaining may also be conducted.*

Possible Vote to Approve Assistant Superintendent of Finance Contract (L. Exton)

Adjournment

The listings of matters are those reasonably anticipated by the Chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Stated times and time amounts, listed in parenthesis, are the estimated amount of time for that particular agenda item. Actual times may be shorter or longer depending on the time needed to fully explore the topic.

Submitted by Liz Exton, Chair

Massachusetts law requires all open session meetings of public bodies to be accessible to members of the public, including those with disabilities. If you need reasonable accommodations in order to participate in the meeting, contact the Administrative Assistant to the Arlington School Committee Liz Diggins at ediggins@arlington.k12.ma.us.



Town of Arlington, Massachusetts

Conducted by Remote Participation via Zoom

Summary:

Conducted by Remote Participation <https://www.mass.gov/doc/order-suspending-certain-provision-of-open-meeting-law/download> via Zoom link below:

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Webinar ID: 869 5618 1807

International numbers available: <https://us02web.zoom.us/j/kvIOtzQb>



Town of Arlington, Massachusetts

Open Meeting (L. Exton)



Town of Arlington, Massachusetts

Executive Session

Summary:

- To conduct strategy sessions in preparation for negotiations with union and/or nonunion personnel or contract negotiations with union and/or nonunion, in which if held in an open meeting, may have a detrimental effect.
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ATTACHMENTS:

Type	File Name	Description
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Town of Arlington, Massachusetts

Possible Vote to Approve Assistant Superintendent of Finance Contract (L. Exton)

ATTACHMENTS:

	Type	File Name	Description
▣	Contract	Updated_MMason_2023-2026.pdf	Contract - Michael Mason 2023-2026
▣	Reference Material	CFO_Search_Recommendation_-_Final.pdf	CFO Search Recommendation

EMPLOYMENT AGREEMENT

BY AND BETWEEN

THE ARLINGTON SCHOOL COMMITTEE

AND

Michael Mason

January 1, 2023-June 30, 2026

This Employment Agreement (hereinafter referred to as "this Agreement") is made between the Arlington School Committee (hereinafter referred to as "the Committee") and **Michael Mason** (hereinafter referred to as "the Assistant Superintendent"). This Agreement will be effective as of January 1, 2023 and as of January 1, 2023 shall supersede all prior agreements between the Committee and Mr. Mason, collectively referred to as the "parties". For mutual consideration expressed herein, the parties agree as follows:

1. EMPLOYMENT:

The Committee hereby agrees to continue to employ Michael Mason as the Assistant Superintendent of Finance ("Assistant Superintendent") of the Arlington Public Schools, and the Assistant Superintendent accepts such continued employment on the terms and conditions contained in this Agreement.

2. DURATION:

The Assistant Superintendent shall continue to be employed by the Arlington Public Schools. His title will change as of January 1, 2023 from Chief Financial Officer to Assistant Superintendent of Finance. This agreement will commence January 1, 2023 and continue through June 30, 2026, except as this Agreement may be otherwise extended by mutual agreement or terminated as provided herein. The Committee will inform the Assistant Superintendent on or before February 1, 2026 whether it wishes to extend or renew this Agreement beyond June 30, 2026. If the Committee does not notify the Assistant Superintendent of its intent to renew this Agreement or if the parties do not enter into a successor agreement, the Assistant Superintendent's employment with the Arlington Public Schools will end on June 30, 2026.

3. COMPENSATION:

The Assistant Superintendent will be paid in accordance with the following schedule:

<u>Contract Period</u>	<u>Salary</u>
January 1, 2023 - June 30, 2023	\$85,000 (This is based on a full fiscal year salary of \$170,000)
July 1, 2023 - June 30, 2024	\$173,400
July 1, 2024 - June 30, 2025	\$176,868
July 1, 2025 - June 30, 2026	\$180,405

The Assistant Superintendent's Annual Salary shall be subject to withholdings for state and federal taxes and other withholding required by law or authorized by the Assistant Superintendent.

The Assistant Superintendent's salary shall be earned ratably in each of the Contract Periods (January 1, 2023- June 30, 2023; July 1, 2023 - June 30, 2024; and July 1, 2024 -June 30, 2025, July 1, 2025 - June 30, 2026) and shall be prorated for work of less than a full Contract Period. The Assistant Superintendent's salary shall be paid in equal installments in accordance with the rules governing payment of other professional staff in the Arlington Public Schools.

4. EVALUATION

Evaluations of the Assistant Superintendent's work performance will be conducted in accordance with District Policy and/or Massachusetts Law and Regulations.

5. WORK YEAR AND LEAVE BENEFITS

5.1 Work Year: The work year for the Assistant Superintendent is twelve months. The Assistant Superintendent shall devote his full time, skill, labor, and attention to the discharge of his duties as Assistant Superintendent for the Arlington Public Schools.

5.2 Vacation Leave: The Assistant Superintendent shall be entitled to twenty-five (25) vacation days per Contract Period (July 1 to the following June 30), earned at the rate of 2.0833 days per month. A maximum of ten (10) accrued unused vacation days may be carried over from one Fiscal Year to the next Fiscal Year, so that at any one time the maximum number of vacation days which are available shall not exceed thirty-five (35). (A fiscal year starts on July 1st and ends the following June 30th.) The Assistant Superintendent shall comply with the procedures for requesting vacation leave established by the Superintendent of Schools for the Arlington Public Schools.

5.3 Sick Leave: The Assistant Superintendent will be eligible for fifteen (15) sick days per fiscal year to cover the Assistant Superintendent's absences for personal illness or injury. On January 1, 2023, the Assistant Superintendent will be credited with all sick leave that he accrued working for the Arlington Public Schools and did not use as of December 31, 2022. Unused sick days will carry forward fiscal year to fiscal year but will have no cash value and may not be "bought back" upon separation from employment. The

Assistant Superintendent shall comply with the procedures for requesting sick leave established by the Superintendent of Schools.

5.4 Holidays: The Assistant Superintendent shall receive as paid holidays all holidays that are observed by the Arlington Public Schools.

5.5 Bereavement Leave: The Superintendent of Schools may grant the Assistant Superintendent up to five (5) bereavement days with pay to make funeral arrangements and/or to attend the funeral/memorial service for the Assistant Superintendent's spouse, child, father, mother, brother, sister, mother-in-law, father-in-law, grandparent, grandchild or other person residing in the Assistant Superintendent's household. The Superintendent of Schools may grant the Assistant Superintendent up to one (1) bereavement day with pay to attend the funeral/memorial service for the Assistant Superintendent's aunt, uncle, brother-in-law, or sister-in-law.

6. REIMBURSEMENT FOR EXPENSES AND TUITION REIMBURSEMENT:

6.1 Reimbursement for Expenses: The Committee shall reimburse the Assistant Superintendent in accordance with Committee policy for reasonable and necessary, documented expenses incurred in the performance of his duties upon presentation of receipts submitted within thirty (30) calendar days of incurring such expenses, including expenses for conferences approved in advance by the Superintendent of Schools, as well as membership dues for organizations approved in advance by the Superintendent of Schools, not to exceed four thousand dollars (\$4,000) in the aggregate per fiscal year.

6.2 Tuition Reimbursement: In addition to the reimbursement for expenses provided in Section 6.1, the Committee will reimburse the Assistant Superintendent for fifty percent (50%) of the tuition paid by the Assistant Superintendent for graduate-level courses, which have been preapproved by the Superintendent of Schools, up to a maximum of seventeen thousand dollars (\$17,000) per fiscal year during each of the following fiscal years: 2023, 2024, 2025 and 2026. To be eligible for reimbursement, the Assistant Superintendent must present the receipt showing his payment of tuition for the pre approved course(s) and a transcript with a grade of B- or better (or the numerical equivalent) in each of the pre-approved course. For courses only offered on a pass or fail basis, a grade of pass is required for reimbursement.

7. HEALTH AND DENTAL INSURANCE:

The Assistant Superintendent may elect to obtain group health insurance and dental insurance available to employees and their dependents in the Arlington Public Schools on the same terms and conditions as such insurance is generally available to other non-unionized employees in the Arlington Public Schools, and the Assistant Superintendent recognizes that the terms and conditions and such insurance may change from time to time. If the Assistant Superintendent declines to obtain such health insurance, the Assistant

Superintendent shall provide proof of health insurance coverage through another source and shall complete any required documentation including the Massachusetts Health Insurance Responsibility Disclosure ("HIRD") form.

8. DUTIES:

The Assistant Superintendent shall perform his duties consistent with law, Committee policies and Superintendent directives. The Assistant Superintendent shall attend all meetings of the Arlington School Committee, and other meetings required by the School Committee or the Superintendent, unless excused by the Committee chairperson or the Superintendent of Schools. The Assistant Superintendent's duties are more fully described in the Job Description in Appendix A attached to and incorporated by reference into this Agreement.

9. LICENSE:

The Assistant Superintendent hereby represents to the Committee that he is currently licensed to serve as a Superintendent/Assistant Superintendent and as a School Business Administrator pursuant to the laws of the Commonwealth of Massachusetts and the Rules and Regulations of the Commissioner of Elementary and Secondary Education and the Massachusetts Department of Elementary and Secondary Education, and the Assistant Superintendent shall maintain, throughout the term of this Agreement, a valid and appropriate license qualifying him to serve as an Assistant Superintendent and School Business Administrator in a school district in the Commonwealth of Massachusetts, as required by Massachusetts General Laws, as such may be amended from time to time. The Assistant Superintendent agrees to notify the Superintendent within 24 hours of his license being suspended, revoked, rescinded, or lapsed.

10. PROFESSIONAL ACTIVITIES: The Assistant Superintendent shall devote his full time, attention, and energy to the business of the Arlington Public Schools. However, the Committee encourages the continuing professional growth of the Assistant Superintendent through his participation, as he might decide in light of his responsibilities as Assistant Superintendent and as are approved in advance by the Superintendent of Schools, in:

- A. the operations, programs, conferences, and other activities conducted or sponsored by local, state, and national school administrator and/or school committee associations;
- B. local, state and national conferences, seminars, and courses offered by private institutions, commissions, or committees related to education; and
- C. informational meetings with persons whose particular skills or backgrounds would serve to improve the capacity of the Assistant Superintendent to

perform his professional responsibilities for the School District.

However, except for reimbursement for expenses consistent with Section 6 of this Agreement, no other funds will be made available for any of the professional activities listed in this Section 10.

11. RETIREMENT:

The Assistant Superintendent shall be a member of the Massachusetts Teacher's Retirement System.

12. INDEMNIFICATION:

12.1. In accordance with and to the extent provided by applicable Massachusetts General Laws, Chapter 258, the Committee agrees to provide indemnification to the Assistant Superintendent against all uninsured financial losses arising out of any proceeding, claim, demand, suit or judgment by the reason of alleged negligence or other conduct resulting in bodily or other injury to any person or damage to the property of any person committed while the Assistant Superintendent is acting within the scope of his employment or under direction of the Committee. The parties understand and agree that this indemnification provision shall not apply to actions by the Committee or the Superintendent to suspend and/or terminate the Assistant Superintendent.

12.2 The Assistant Superintendent shall, within five (5) calendar days of the time he is served with any summons, complaint, process, notice, demand or pleading, deliver a copy of the same to the Committee and the Superintendent.

12.3 This Section 12 shall survive the termination of this Agreement.

13. TERMINATION OF EMPLOYMENT AGREEMENT:

13.1 By the Committee or Superintendent With Cause:

During the term of this Agreement, the Committee or Superintendent may suspend the Assistant Superintendent from his position as Assistant Superintendent and/or may terminate his employment and this Employment Agreement for insubordination, incompetency, inefficiency, incapacity, neglect of duty, participation in an act or omission constituting misconduct or a material breach of his fiduciary duty, fraud or dishonesty, or some other action that is detrimental to the reputation, character or standing of the School District or other cause. "Cause" herein shall be defined as any ground put forth by the Committee or Superintendent in good faith that is not arbitrary, irrational, unreasonable or irrelevant to the task of building and maintaining an efficient school system. Prior to any termination for cause, the Committee or the Superintendent shall provide the Assistant Superintendent with the opportunity to meet with the Committee or Superintendent to discuss reason(s) or charge(s). The Assistant Superintendent shall be entitled to have his legal counsel present to

advise him during such meeting. The Assistant Superintendent shall be responsible for paying all fees and costs associated with such legal counsel. The decision of the Committee or Superintendent, as the case may be, after such meeting, shall be final and binding, subject to such judicial review as may be provided under applicable law. In the event of termination pursuant to this paragraph, the Committee shall not be required to pay, and the Assistant Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of termination.

13.2 Early Termination By the Committee or Superintendent:

The Committee or Superintendent may terminate this Employment Agreement and the Assistant Superintendent's employment at any time prior to December 31, 2025 without cause by providing the Assistant Superintendent with at least ninety (90) calendar days written notice and paying the Assistant Superintendent an early termination payment of thirty thousand dollars (\$30,000) minus withholdings for state and federal taxes and other withholdings required by law or authorized by the Assistant Superintendent. In the event of termination pursuant to this paragraph, with the exception of the early termination payment which shall be paid on or by the effective date of termination, the Committee shall not be required to pay, and the Assistant Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of termination. The Assistant Superintendent may request to use his accrued vacation days prior to his separation from employment and/or the Superintendent may schedule the Assistant Superintendent for vacation days prior to his final day of employment. This Section 13.2 shall not be applicable to terminations pursuant to Section 13.1, 13.3, or 13.4.

13.3 For Disability:

The Assistant Superintendent is a key employee. Subject to reasonable accommodations required by state or federal law, if the Assistant Superintendent is absent from work because of an illness or injury for more than one hundred (100) calendar days within any 12-month period, the Committee or the Superintendent shall have the option of terminating his employment and this Employment Agreement. If the Committee or Superintendent exercises the option to terminate the Assistant Superintendent's employment and this Employment Agreement, the Assistant Superintendent

shall not be entitled to receive salary payments and benefits payable after the effective date of such termination.

13.4 By the Assistant Superintendent:

The Assistant Superintendent may terminate his employment by submitting his written resignation to the Superintendent with as much advance notice as possible but no less than ninety (90) calendar days' advance notice. In the event of termination pursuant to this paragraph, the Committee shall not be required to pay, and the Assistant Superintendent shall not be entitled to receive salary payments and benefits payable after the effective date of the Assistant Superintendent's resignation. The Assistant Superintendent may request to use his accrued vacation days prior to his separation from employment and/or the Superintendent may schedule the Assistant Superintendent for vacation days prior to his final day of employment.

14. NOTICES:

All notices required or desired to be given under this Agreement will be deemed to be served if in writing and delivered by in-hand delivery to the Assistant Superintendent or sent by certified mail to the Assistant Superintendent's residence in the case of the Assistant Superintendent, or sent by certified mail to its central office in the case of the Committee with a copy sent by certified mail to the home address of the Chairperson of the Committee.

15. ENTIRE AGREEMENT:

This Agreement contains the whole agreement between the Committee and the Assistant Superintendent. There have been no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those set forth herein. No modification of or addition to this Agreement shall be effective unless and until set forth in writing and signed by the parties.

16. SEVERABILITY:

If any term(s) or provision(s) of this Agreement are held to be invalid or unenforceable for any reason by a court of competent jurisdiction, the validity and enforceability of the remaining terms and provisions shall not be affected, and such invalid and/or unenforceable term(s) and/or provision(s) shall be modified to the extent necessary to make it or them enforceable.

17. GOVERNINGLAW:

This Agreement shall be interpreted, enforced, governed and construed under and in accordance with the laws of the Commonwealth of Massachusetts.

18. REOPENING OF AGREEMENT:

This Agreement may be reopened for a discussion of its terms and conditions upon mutual written agreement by the Committee and the Assistant Superintendent.

19. COUNTERPARTS:

This Agreement shall be executed in two counterparts, each of which shall be deemed to be an original and both of which taken together will be deemed one and the same instrument.

IN WITNESS WHEREOF the parties have caused this Agreement to be subscribed in duplicate on this ____ day of _____, 2022.

Michael Mason

**ON BEHALF OF THE ARLINGTON SCHOOL COMMITTEE
BY**

- .

Chairperson, Arlington School Committee: Elizabeth Exton

APPENDIX A

Attach Job Description

TO: Arlington School Committee
FROM: Dr. Elizabeth C. Homan, APS Superintendent
DATE: 10/18/22
RE: CFO Search Recommendation

Dear Arlington School Committee,

As you are aware, we have conducted a thorough search for a Chief Financial Officer for the Arlington Public Schools. Our initial search committee interviewed seven candidates and moved two finalists forward for consideration. Those finalists interviewed with members of the central office staff, administrators, teachers, and community members, and completed a performance assessment to demonstrate their skills on four tasks required of the role of CFO.

At the conclusion of this search, after some reflection, I reached out to our current Chief Financial Officer, Mr. Michael Mason, who as you know was recruited by the Town of Arlington to fill the role of Deputy Town Manager. In partnership with the School Committee, I provided Mr. Mason with a counter-offer that includes a title adjustment to Assistant Superintendent of Finance and Operations, which he has accepted. It is my recommendation today that you approve the proposed contract in your materials, appointing Mr. Mason to this role effective January 1, 2023.

As you know, the Arlington Public Schools has undergone a rapid expansion of staff and students over the past decade, without many changes to central office reporting structures or capacity. This is a role that is common in districts the size and scale of Arlington and will allow us to remain competitive with neighboring districts. Appointing Mr. Mason to this role will accompany a reorganization of Central Office administrative and operational functions, which I will address later in this memo.

This was not a role I was able or willing to offer our finalists, but it is one for which I can recommend Mr. Mason with no hesitation. Mr. Mason already informally leads those who will come under his direct supervision in this new role with great success. He has overseen, as CFO, many aspects of district operations and the development of implementation of several forward-thinking and equity-focused budgets during his tenure in Arlington. He is an innovative leader who takes initiative; considers alternative solutions to challenges; and responds to the needs of families, staff, and most importantly, our students. He approaches budgeting with our values at the center of his decision-making, and communicates budget decisions clearly and with great transparency to the School Committee, the Town Finance Committee, and the community of Arlington.

Equitable access to all of the opportunities the Arlington Public Schools offers drives Mr. Mason's approach to district leadership. He builds procedures and systems that will support all staff in meeting the needs of our students and families. Mr. Mason is a capacity-builder, who supports leaders and staff in his department and across the system to understand the financial procedures and regulations in place so that they can do their work effectively and efficiently. He makes time and finds opportunities for growth for those who report to him and maintains networks that allow him to recruit

and retain an effective and diverse team in the business office, skills I know he will bring and continue to develop in his new role. He successfully liaises with town departments to accomplish goals, and identifies ways in which the schools can use resources more efficiently to allow for more resources to directly impact student learning. I am so pleased for the school system that he has decided to join us on our journey to creating a more equitable, joyful, and empowered educational community.

Building the capacity of a system to support all students and staff requires leaders, myself included, to provide both *high accountability* and *high support* to all departments that fall under their purview. Expansion of staff and students requires us to assess our structures and the extent to which they allow leaders to have high expectations and provide the support required for their staff to meet those expectations. Building capacity and retaining talent also requires us to recognize excellence and provide opportunities within the system for upward mobility. The contract proposal you are receiving today and the reorganization that will accompany it accomplishes these goals.

The reorganization of the Central Office and appointment of two new Assistant Superintendents within a few months are adjustments that individuals need to have an opportunity to ask questions about and discuss with the leadership team. In the next two months, I will present to the school committee and share with all staff an overview of central office changes that have already occurred, will occur during this school year, or will occur as part of our recommended budget and planning for FY24 and in the future. Additionally, Ms. Elmer and Mr. Mason will present and conduct entry plans this year as they develop visions for their new departments, aligned with our developing district strategic plan. These adjustments will provide opportunities for growth within our leadership team and will distribute and share leadership across the offices that provide the effective functioning and leadership of the Arlington Public Schools. Such adjustments parallel our work creating shared leadership structures across our schools and departments, and are aligned with actions we are taking throughout the system to improve the experiences of families, students, and staff.

I appreciate the Committee's and the community's support, and congratulate Mr. Mason; we are so happy to have - and keep - you on the APS team.

Sincerely,
Dr. Elizabeth C. Homan
Superintendent, Arlington Public Schools



Town of Arlington, Massachusetts

Adjournment



Town of Arlington, Massachusetts

Submitted by Liz Exton, Chair